

Retention and Classification Report

Agency: Davis County (Utah). Health Dept. Nursing Division (2473)

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Records Officer Yvonne Christensen

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AGENCY: Davis County (Utah). Health Dept. Nursing Division

SERIES: 10945

3

TITLE: Child Health Evaluation Care medicaid reimbursement report

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

This form reports the reimbursements received on claims for physical examinations provided under the Child Health Evaluation (CHEC) program. A medicaid billing form is submitted for each completed examination and the original is submitted to the Utah Medical Assistance Program (UMAP) for reimbursement. This form includes child's name, date service provided, date into program, home address, phone number, medical information and patient identification number.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 25, Item 15.

AUTHORIZED: 10/01/1992

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

AGENCY: Davis County (Utah). Health Dept. Nursing Division

SERIES: 10945

TITLE: Child Health Evaluation Care medicaid reimbursement report

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Davis County (Utah). Health Dept. Nursing Division

SERIES: 10943

3

TITLE: Child Health Evaluation Care target area report

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These records are consent and release forms distributed by the Children Health Evaluation Care (CHEC) program. Each local health department determines concentration areas and groups to be targeted. This form is used to notify parents within targeted groups of the services provided and to identify infants eligible for the program. These records include both originals and duplicates. The form includes an explanation of the CHEC program, a statement on confidentiality of personal information collected, a statement allowing for the release of information for follow-up purposes containing the date, parent's name, address, telephone number, signature, birth date, social security number, marital status, and number of children.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 25, Item 14.

AUTHORIZED: 10/01/1992

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

AGENCY: Davis County (Utah). Health Dept. Nursing Division

SERIES: 10943

TITLE: Child Health Evaluation Care target area report

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:

Private

AGENCY: Davis County (Utah). Health Dept. Nursing Division

SERIES: 10783

3

TITLE: Child health case files

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These case files document the participation of children in the Child Health Evaluation and Care Program (CHEC). This is a low cost program to identify public health problems and to promote healthy children in low income families ineligible for Medicaid. They include the child health record, well child care 4-5 years of age form, and well child care examination forms. These records are also called Well Child case files.

RETENTION:

Retain until child reaches the age of 21

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 25, Item 16.

AUTHORIZED: 08/31/1992

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until child reaches the age of 21 and then destroy.

APPRAISAL:

AGENCY: Davis County (Utah). Health Dept. Nursing Division

SERIES: 10783

TITLE: Child health case files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Davis County (Utah). Health Dept. Nursing Division

SERIES: 10777

3

TITLE: Child health evaluation screening evaluation records

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These files document services provided to children accepted in the Child Health Evaluation Care (CHEC) program as part of the medicaid program. The purpose of the screening is to examine and evaluate the general physical and mental health, growth, development, and nutritional status of medicaid recipients under the age of 21 and to provide corrective treatment. These files include the screening evaluation, claim forms, child health conference evaluation forms, progress form, history form, immunizations, assessment forms, medicaid records, and growth charts.

RETENTION:

Retain until child reaches the age of 21

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 25, Item 17.

AUTHORIZED: 08/31/1992

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until child reaches the age of 21 and then destroy.

APPRAISAL:

AGENCY: Davis County (Utah). Health Dept. Nursing Division

SERIES: 10777

TITLE: Child health evaluation screening evaluation records

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. mental health screenings

AGENCY: Davis County (Utah). Health Dept. Nursing Division

SERIES: 10946

3

TITLE: Child vision referral assistance records

DATES: 1983-

ARRANGEMENT: Chronological, thereunder alphabetical by name

ANNUAL ACCUMULATION: 0.40 cubic feet.

DESCRIPTION:

These forms are used to provide indigent children with medical referrals to receive vision care. This is a state funded program. They include child's name, birth date, age, address, school, grade, physician's name, telephone number, and date called; optician's name, telephone number, and date called, and any additional comments.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1992

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the local health department and meets the Utah Medical Association standards for medical records.

AGENCY: Davis County (Utah). Health Dept. Nursing Division

SERIES: 10946

TITLE: Child vision referral assistance records

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Davis County (Utah). Health Dept. Nursing Division

SERIES: 10948

3

TITLE: Day care licensing public health nurse review

DATES: undated

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

This inspection form documents the separate annual review of day care centers by public health nurses prior to their state licensing and the relicensing. The form includes center's name, address, owner and person in charge; visit date, arrival and departure times, public health nurse's signature, department's name, indication of review of program and records, and recommendations and comments.

RETENTION:

Retain until facility no longer licensed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 25, Item 23.

AUTHORIZED: 10/01/1992

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until facility no longer licensed and then destroy.

APPRAISAL:

AGENCY: Davis County (Utah). Health Dept. Nursing Division

SERIES: 10948

TITLE: Day care licensing public health nurse review

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Davis County (Utah). Health Dept. Nursing Division

SERIES: 11070

3

TITLE: Healthy heart program case files

DATES: undated

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

These case files document participation in the Alive and Well Program. It is an educational program run by local health departments to encourage people to live healthier life-styles by preparing a health risk appraisal and fitness profile. The files include the informed consent and release form, physical activity readiness questionnaire, health risk appraisal, nutritional, and screening answer sheet. This program is also called Healthy Heart Program or the Healthy Lifestyle Program.

RETENTION:

Retain 2 years

DISPOSITION:

Destroy provided any pending claim or litigation has been resolved

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 25, Item 1.

AUTHORIZED: 10/11/1992

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy provided resolution of any claim or litigation.

APPRAISAL:

AGENCY: Davis County (Utah). Health Dept. Nursing Division

SERIES: 11070

TITLE: Healthy heart program case files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Davis County (Utah). Health Dept. Nursing Division

SERIES: 10785

3

TITLE: Human immunodeficiency virus case files

DATES: undated

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

These files contain medical and epidemiological information on patients, suspects and contacts for future research and disease intervention strategies. As stated in the Utah Code of Communicable Disease Rules, the reports are intended to enable the Department of Health to protect the public health, and prevent and control communicable disease. Information includes patient's name, telephone number and address; physician's name and telephone number; the hospital; medical record number; name and phone number of the person completing form; date form completed; status report (new case or update); and the reporting health department. The State Bureau of HIV/AIDS Prevention and Control maintains the record copy of positive case files permanently.

RETENTION:

Retain 4 years after case is closed

DISPOSITION:

Destroy provided records from minors are retained until they reach the age of 21

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 25, Item 43.

AUTHORIZED: 08/31/1992

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years after after case closed and then destroy provided records for minors retained until they

AGENCY: Davis County (Utah). Health Dept. Nursing Division

SERIES: 10785

TITLE: Human immunodeficiency virus case files

(continued)

reach age of 21.

APPRAISAL:

PRIMARY CLASSIFICATION:

Exempt UCA 26-6a-6

AGENCY: Davis County (Utah). Health Dept. Nursing Division

SERIES: 10791

3

TITLE: Immunization cards

DATES: undated

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

These cards document immunizations given by the local health department. They include name, birthdate, sex, address, phone number, type of immunizations, series, date given, and date booster given. Some cards also include the signature of the parent. In 1991, the card was replaced with the immunization record and signature card. The new card records similar information, but also serves as the immunization informed consent card.

RETENTION:

Retain 10 years after last immunization

DISPOSITION:

Destroy provided client has reached the age of 21

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 25, Item 45.

AUTHORIZED: 08/31/1992

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years after last immunization and then destroy provided client as reached age of 21.

APPRAISAL:

AGENCY: Davis County (Utah). Health Dept. Nursing Division

SERIES: 10791

TITLE: Immunization cards

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Davis County (Utah). Health Dept. Nursing Division

SERIES: 10779

3

TITLE: Immunization informed consent card

DATES: 1970-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

These are forms filled out by parents before their children receive immunization for measles, mumps, rubella, polio, diphtheria, tetanus, and pertussis. Consent is secured to help protect the local department against suit for failure to obtain informed consent under UCA 78B-3-406 (1995). These forms include the patient's name, address, age, and date of birth; the signature of the consenting adult; and a printed description of the benefits and risks of the vaccine.

RETENTION:

Retain 7 years after last visit

DISPOSITION:

Destroy provided client has reached the age of 21

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 25, Item 46.

AUTHORIZED: 08/12/2008

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years after last visit and then destroy provided client has reached the age of 21.

APPRAISAL:

AGENCY: Davis County (Utah). Health Dept. Nursing Division

SERIES: 10779

TITLE: Immunization informed consent card

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Davis County (Utah). Health Dept. Nursing Division

SERIES: 10949

3

TITLE: Immunization personal exemption form

DATES: 1980-

ARRANGEMENT: Chronological by date of birth, thereunder alphabetical by student's name

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a statewide form provided by the State Health Department to all local health departments. It is used by parents to claim a personal exemption based on a personal belief opposed to immunization in accordance with UCA 53A-11-302.5 (1995). This form must be completed annually to receive continued recognition of the personal exemption. It includes a statement claiming exemption from immunization, parent or guardian's name and signature, address, date, name of child/student exempted, date, school or child care facility's name, witness's signature, title, and date.

RETENTION:

Retain until student reaches age of 21

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 25, Item 47.

AUTHORIZED: 12/16/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until student reaches age of 21 and then destroy.

AGENCY: Davis County (Utah). Health Dept. Nursing Division

SERIES: 10949

TITLE: Immunization personal exemption form

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Davis County (Utah). Health Dept. Nursing Division

SERIES: 10950

3

TITLE: Infant Development Program case files

DATES: 1977-

ARRANGEMENT: Chronological, thereunder alphabetical by surname

ANNUAL ACCUMULATION:

DESCRIPTION:

These case files document the participation of children in the federal Early Intervention program for infants and toddlers with disabilities (34 CFR 303). This program deals with children from birth to age three. The files include the permission to evaluate form, referral/intake form, health assessment, developmental tests, feeding behaviors assessment form, reflex maturation assessment, home visit report, individual family service plan, medical records, patient release forms, family identification record, IDP roll book, and information sheets, and access to records form.

RETENTION:

Retain until child reaches the age of 21

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 25, Item 51.

AUTHORIZED: 10/01/1992

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until case closed and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Archives for 21 years and then destroy.

AGENCY: Davis County (Utah). Health Dept. Nursing Division

SERIES: 10950

TITLE: Infant Development Program case files

(continued)

Microfilm duplicate: Retain in Office until child reaches age of 21 and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Private

AGENCY: Davis County (Utah). Health Dept. Nursing Division

SERIES: 10753

3

TITLE: Laboratory test results

DATES: undated

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

This record is used to assist in the collection of lab test results and to complete sample records. As stated in the Utah Code of Communicable Disease Rules, the Department of Health collects this information in order to protect the public health and protect and control disease. Includes reports such as Request for Serologic Test for Syphilis, Request for Culture of Enteric Bacterial Pathogens, Request for Referred Culture Identification, Report of Antibiotic Sensitivity, Request for Agglutinations and Special Serologic Tests, Request for Miscellaneous Cultures, Request for Rabies Examination, Request for Slide Examination, and Request for Mycobacteria Examination. The State Bureau of Epidemiology retains the record for five years and then destroys.

RETENTION:

Retain 4 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 25, Item 56.

AUTHORIZED: 08/31/1992

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

AGENCY: Davis County (Utah). Health Dept. Nursing Division

SERIES: 10753

TITLE: Laboratory test results

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:

Exempt UCA 26-25A-101

AGENCY: Davis County (Utah). Health Dept. Nursing Division

SERIES: 10944

3

TITLE: Medicaid notification reports

DATES: undated

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

This report lists all individuals or families in the county on medicaid including high risk individuals. It is used to ensure that all individuals eligible to enroll in Medicaid programs are notified and to determine individual eligibility. The report includes case number, recipient name, address, telephone number, and identification number, birth date, whether they have seen a doctor or dentist, date of eligibility, and mother's name.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 25, Item 58.

AUTHORIZED: 10/01/1992

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

AGENCY: Davis County (Utah). Health Dept. Nursing Division

SERIES: 10944

TITLE: Medicaid notification reports

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. mental health information

AGENCY: Davis County (Utah). Health Dept. Nursing Division

SERIES: 10794

3

TITLE: Prenatal health case files

DATES: undated

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

These are case files for women who are eligible for the prenatal (PEPI) program. This program is for low income pregnant women who were presumed eligible for medicaid or who are on medicaid. The local health department performs an initial interview to determine the woman's eligibility. Once the woman is determined eligible she is assigned to a registered nurse who then contacts the client every month and performs home visits. Each of these components are documented in each client's chart. The client is maintained in the program for two months after the pregnancy ends. The case file includes prenatal care coordination tracking record form, nursing notes, prenatal initiative form, Utah Perinatal record system (UPRS), identification card, health insurance claim form, and release of information form. These case files may also be called "Baby Your Baby case files."

RETENTION:

Retain 7 years after last visit

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 25, Item 68.

AUTHORIZED: 08/31/1992

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years after after last visit and then destroy.

AGENCY: Davis County (Utah). Health Dept. Nursing Division

SERIES: 10794

TITLE: Prenatal health case files

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:

Private

AGENCY: Davis County (Utah). Health Dept. Nursing Division

SERIES: 10784

3

TITLE: Preschool immunization survey

DATES: 1970-

ARRANGEMENT: Chronological, thereunder alphabetical by school name

ANNUAL ACCUMULATION:

DESCRIPTION:

These forms document surveys taken by schools or local health departments of children entering kindergarten and child care to determine immunization status. Copies of the forms are sent to the State Department of Health. The forms include name of facility and responsible party, number enrolled in kindergarten or day care, number of children with immunization cards or records turned in to the school, number of children with no record, number of children adequately immunized, number of exemptions (medical, religious, personal), and total number of exemptions. These records are also called Preschool immunization survey sheets.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 25, Item 77.

AUTHORIZED: 12/16/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

AGENCY: Davis County (Utah). Health Dept. Nursing Division

SERIES: 10784

TITLE: Preschool immunization survey

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Davis County (Utah). Health Dept. Nursing Division

SERIES: 19241

3

TITLE: Preschool physicals

DATES: 1981-

ARRANGEMENT: Chronological by date of birth, thereunder alphabetical by patient surname

ANNUAL ACCUMULATION: 10.00 cubic feet.

DESCRIPTION:

These records document health physicals given to children prior to starting school. They are used to identify any developmental delays or health problems. The records include well child examinations, growth and development graphs, immunization status, vision screening, and hearing screening if indicated.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the division and meets the statute of limitations and medical records requirements. UCA 78-14-4 (2000), states that "no malpractice action against a health care provider may be brought unless it is commenced in the two years after plaintiff or

AGENCY: Davis County (Utah). Health Dept. Nursing Division

SERIES: 19241

TITLE: Preschool physicals

(continued)

patient discovers . . . but not to exceed four years after the
alleged act."

PRIMARY CLASSIFICATION:

Private

AGENCY: Davis County (Utah). Health Dept. Nursing Division

SERIES: 10776

3

TITLE: Quarterly reports

DATES: undated

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

These are quarterly reports on various programs administered by the local health departments including blood pressure, cancer, and cholesterol screenings; immigration; child health evaluation care; immunization; infant development; prenatal; and refugee programs. They are used for management purposes and to provide statistical information about operated programs.

RETENTION:

Retain 2 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 25, Item 72.

AUTHORIZED: 08/31/1992

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

AGENCY: Davis County (Utah). Health Dept. Nursing Division

SERIES: 10776

TITLE: Quarterly reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Davis County (Utah). Health Dept. Nursing Division

SERIES: 25946

3

TITLE: Targeted case management files

DATES: 2001-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Targeted case management files are required by 42USC1396(g)(2002). This program is only for Medicaid recipients, and is designed to assist Medicaid infants from birth to three years to access needed medical, social, educational, and other services. Cases are managed by registered nurses through home visits. The nurse addresses growth and development issues and coordinates the services among all agencies and providers involved. Information gathered is primarily about the infant, however, some information is gathered on parents and siblings. The Medicaid number is used for billing purposes.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 25, Item 10.

AUTHORIZED: 08/29/2005

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

AGENCY: Davis County (Utah). Health Dept. Nursing Division

SERIES: 25946

TITLE: Targeted case management files

(continued)

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Private Classification based on UCA 63G-2-302 (1)(b)(j) (2008)

AGENCY: Davis County (Utah). Health Dept. Nursing Division

SERIES: 10800

3

TITLE: Time activity records sheet

DATES: 1984-

ARRANGEMENT: Chronological by pay period

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These time sheets record specific daily amounts devoted to individual program and are used to document work spent on various state and federal contract. This information is used for a variety of reports. The sheets include employee's name, social security number, department, division, program name, date, and number of hours spent on program.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1992

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy provided audit has been completed.

APPRAISAL:

Administrative Fiscal

This disposition is based on both the administrative and fiscal needs of the local health department. They are audited by both state and federal auditors.

AGENCY: Davis County (Utah). Health Dept. Nursing Division

SERIES: 10800

TITLE: Time activity records sheet

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Davis County (Utah). Health Dept. Nursing Division

SERIES: 25110

3

TITLE: Tobacco Compliance Program quarterly reports

DATES: 1989-

ARRANGEMENT: Chronological by quarter, thereunder alphabetical by retailer's name

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are quarterly summaries of tobacco purchases made under the Tobacco Compliance Program. They are the compliance check logs in accordance with UCA 77-39-101 (2003). The information is submitted on-line to the Utah State Health Department. These summaries are used to create retailers' compliance histories that allow for the local health department to reward those regularly in compliance. The summaries include information on tobacco retailers, the attempt number, date and time of the check, age and sex of the minor, type of tobacco product, cost of receipt involved, whether a sale was made, whether a photo identification was checked, clerk's gender, description and/or name, if the retailer was in compliance, or citation issued, action taken, officer's initials, and initials of the local Health Department official.

RETENTION:

Retain 20 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 20 years and then destroy.

AGENCY: Davis County (Utah). Health Dept. Nursing Division

SERIES: 25110

TITLE: Tobacco Compliance Program quarterly reports

(continued)

APPRAISAL:

Administrative Fiscal Legal

This disposition is based on the local health department's administrative need in establishing a compliance history for local retailers.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. personal information

AGENCY: Davis County (Utah). Health Dept. Nursing Division

SERIES: 25111

3

TITLE: Tobacco Compliance Program summary

DATES: 1989-

ARRANGEMENT: Chronological by fiscal year.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This summary consists of year-end statistics by city and county for the Tobacco Compliance program. It is used to track annual trends and to provide information to the city police department. The summary includes the number of attempts to purchase tobacco each round of checks and total checks for the year, buy rates for cities and County and includes statistics for the previous year to serve as a comparison year.

RETENTION:

Retain Transfer to Archives after 20 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 20 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

This disposition is based on the historical value of these records of documenting tobacco programs in Utah.

AGENCY: Davis County (Utah). Health Dept. Nursing Division

SERIES: 25111

TITLE: Tobacco Compliance Program summary

(continued)

PRIMARY CLASSIFICATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Davis County (Utah). Health Dept. Nursing Division

SERIES: 25109

3

TITLE: Underage buyer agreement and parental consent records

DATES: 1993-

ARRANGEMENT: Chronological by birth date

ANNUAL ACCUMULATION: 1.20 cubic feet.

DESCRIPTION:

These records document students serving as compliance agents for the local law enforcement and Davis County Health Department's Underage Tobacco Compliance Program. The Underage Tobacco Compliance Program uses minors (15-17 year olds) to check the compliance of stores selling tobacco products by attempting to purchase tobacco. In accordance with UCA 76-10-105 (2003), it is illegal for anyone eighteen and younger, "who buys or attempts to buy, accepts, and has in his possession any cigar, cigarette, or tobacco in any form . . ." The records include the underage minor agreement grants immunity to the minor and contains the rules that the minor agrees to follow while participating in the compliance checks, the minor's name, birthdate, address, telephone number, and signature; and attached to this form is a parental consent form which includes the name of minor participant and parent's signature.

RETENTION:

Retain 6 years after the expiration of the agreement.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 years after expiration of the

AGENCY: Davis County (Utah). Health Dept. Nursing Division

SERIES: 25109

TITLE: Underage buyer agreement and parental consent records

(continued)

agreement and then destroy.

APPRAISAL:

Legal

This disposition is based on the statute of limitations for agreements. UCA 78-12-23(2) (2003) specifies a six year retention after the expiration of the contract.

PRIMARY CLASSIFICATION:

Private

AGENCY: Davis County (Utah). Health Dept. Nursing Division

SERIES: 10795

3

TITLE: United Way dental care financial report

DATES: 1978-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This is a quarterly financial report on United Way monies spent on dental care for low-income children in Davis County. It is to document these expenditures. The report includes the quarter, month, and year, year's expected revenue, revenue received current quarter, revenue received year-to-date, revenue balance to be received from United Way, fees and grants from government agencies, and miscellaneous revenue surplus, and totals; expenditures for year's budget, current period, year-to-date, and balance for salaries, employee benefits, specific assistance, totals, total expenses for activities financed, any surplus, and the excess of unrestricted public support.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1992

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

This disposition is based on both administrative and fiscal needs expressed by the local health department.

AGENCY: Davis County (Utah). Health Dept. Nursing Division

SERIES: 10795

TITLE: United Way dental care financial report

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Davis County (Utah). Health Dept. Nursing Division

SERIES: 10955

3

TITLE: United Way dental service patient referral card

DATES: 1978-

ARRANGEMENT: Alphabetical by head of household's name

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This card documents the referral of indigent children to dentists within Davis County. A new card is completed each time a referral is made. This program is funded by the United Way. This card includes dentist name, address, and telephone number, head of household's name, address, social security number, race, and telephone number, a listing of the names, sex, birth dates, dental problems, and medical problems of all family members, signatures of parents or guardian, name of public health nurse or social worker, name of agency, authorizing signature and date, amount of family co-payment, indication of income providing amount and frequency, whether father is unemployed and length of unemployment, a listing of debts, and any additional comments.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1992

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

AGENCY: Davis County (Utah). Health Dept. Nursing Division

SERIES: 10955

TITLE: United Way dental service patient referral card

(continued)

APPRAISAL:

This disposition is based on the administrative needs expressed by the office.

PRIMARY CLASSIFICATION:

Private

AGENCY: Davis County (Utah). Health Dept. Nursing Division

SERIES: 10954

3

TITLE: United Way dental service treatment record

DATES: 1978-

ARRANGEMENT: Alphabetical by head of household's name, thereunder alphabetical by patient's name.

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These records document dental treatment received by indigent children in Davis County. This program is funded through the United Way. The record copy of these records is retained by the treating dentist, while the local health department only retains a copy. These records include the head of household's name, social security number, address, patient's name, patient's relationship with head of household, dental license number, description of treatment received, dates services received, procedure number, fee charged, amount patient pays, balance, patient's and/or parent's signature, and dentist's signature.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1992

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 3 years and then destroy.

AGENCY: Davis County (Utah). Health Dept. Nursing Division

SERIES: 10954

TITLE: United Way dental service treatment record

(continued)

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the local health department.

PRIMARY CLASSIFICATION:

Private